



**LOWELL PUBLIC SCHOOLS**

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January 6, 2020

Dear Superintendent Boyd:

I am writing to request permission for Melissa Newell to travel to Portsmouth, New Hampshire for professional development on April 10, 2020. This professional development is focused on building students' independence in a literacy classroom. This session focuses on current instructional practices to support literacy. This work is directly related to her role as the English Language Arts and Literacy Coordinator K-12 because she supports reading and writing professional development at all levels. Teachers continue to struggle with how to reach all readers in their classrooms and this would give her strategies to offer them to support our students' growth.

The cost for attending the workshop is \$209.00. The registration is funded by the Professional Development budget.

Thank you for this consideration. A description of the professional development session is attached.

Sincerely,

Robin Desmond

Chief Academic Officer